

Town of New Boston

Fire Department Assistant Administrator Job Opening

The New Boston Fire Department is seeking to fill a new part-time position as the Department Assistant Administrator. This position reports to the Department Administrator and will be 2 8-hour shifts per week, 16 hour a week position. Applicants must be a New Hampshire licensed EMT, EMT-A or Paramedic, certified firefighter and possess solid administrative skills along with a well-established knowledge of Microsoft applications, and database management. [Click here](#) to view the detailed job description.

Position Title:Fire Department Assistant Administrator

Supervised by:Fire Chief

Hours:16 hours/week (based on 2-8 hour workdays)

Salary:Starting rate \$21.64 with consideration based on experience and capabilities

GENERAL PURPOSE

Performs a variety of administrative and support work related to the Fire Department.

MINIMUM QUALIFICATIONS

Education and Experience:

Preferred - Associate Degree in business administration, Public Administration with a minimum of 3 years' experience in a fire or EMS organization three years, **or** a closely related environment plus three (3) years' experience in a fire or EMS organization.

APPLICATION INFORMATION

All interested candidates should submit a letter of interest along with their resume to:

Captain Brian Dubreuil
PO Box 250
4 Meetinghouse Hill
Road New Boston, NH
03070

Or electronically to – b.dubreuil@newbostonnh.gov

Applications should be submitted by April 30, 2022